



Plans Preparation Checklist

SR Number	L-	P.I.N.	Loc. Eng.	F.A. Number(s) or State
Job Title				Program
Prepared By	Phone Number	Region Reviewer	Phone Number	
✓ Items Required on This Project		IN Initial When Complete		

Environmental Documentation, Permits, and Approvals	N/A	✓	IN
U.S. Army Corp of Engineers – Section 10			
U.S. Army Corps of Engineers – Section 404			
Federal Aviation Administration airport/highway clearance			
Federal Energy Regulatory Commission restricted hydro-electric land			
U.S. Fish & Wildlife - Biological Opinion		✓	
National Marine Fisheries Service – Biological Opinion			
Soil Conservation Service prime and unique farmlands			
U.S. National Forest Service restriction			
Federal Highways – Section (4(f) restriction			
Washington Department of Archaeological & Historic Preservation (Section 106)		✓	
Environmental Protection Agency – Sole Source Aquifer			
Department of Fish and Wildlife – Hydraulic Project Approval			
Department of Ecology – 401 Water Quality Certification (Tribal or Environmental Protection Agency)			
Federal Emergency Management Agency – Floodplains			
Department of Ecology – Coastal Zone Management Act Consistency Determination			
Department of Ecology – (NPDES) Construction Stormwater General Permit			
Department of Ecology – (NPDES) Sand and Gravel Permit			
Department of Ecology - Water Rights Appropriation			
Dept. of Ecology – Temporary Erosion & Sediment Control Plan			
County/City – Shoreline Substantial Development Permit, Variance, or Exemption			
County/City – Conditional Use			
National Environmental Policy Act – Decision Documentation			
State Environmental Policy Act – Decision Documentation		✓	
Coast Guard Section 9 Bridge Permit			
Dept. of Natural Resources Aquatic Lands Authorization			

Railroads	N/A	✓	IN
Railroad construction agreement			
Contractor right of entry agreement			
Railroad easement			
Railroad occupancy permit			
Railroad utility permit			
Railroad approval of plans			

Cities	N/A	✓	IN
Approval of city streets as detours			
City participation in cost (agreement)			
City streets used as haul roads			
Construction permits			
Turn back agreement			

County	N/A	✓	IN
Approval of county roads as detours			
County participation in cost (agreement)			
County roads used as haul roads			
Construction permits			
Turn back agreement			

Compare Previous Approvals	N/A	✓	IN
Detours			
Approval of stockpiling			
Approved reclamation. plan for pit site			
Review design report for PS&E conformance			
Review interchange for approval for PS&E conformance			
Approved channelization plan			
Review prospectus for PS&E conformance			
Design report and supplements must be in HQ before transmittal of PS&E			
Approval for tied bids			
Approval for embankment in place			
Approval intersection plan			
Approval for bridge deck waterproofing			
Approval for bridge deck ACP overlay			
Approval NOT to use bridge approach slab			

Hydraulics	N/A	✓	IN
Review hydraulics report			
Pipe alternates			

Materials	N/A	✓	IN
Pit special provision—review/approve by Materials Laboratory			
Sufficient quantity in pit sit			
Specific conditions – wet soil, unsuitable, etc.			

Materials (continued)	N/A	✓	IN
Specific treatment for exist pavement			
Retention wall data sheet: rock walls over 5 ft.; others over 10 ft			
pH and resistivity values for pipe alternates			

Plans – General	N/A	✓	IN
Township, range, subdivision, north arrow, scale bar		✓	
State boundary, county line, corporate limit			
Reservations, park or forest boundary			
Project limits noted		✓	
Construction limits noted			
Federal Aid sections noted			
Ultimate construction detailed (Federal Aid, "FA" jobs)			
Note "bridge included" or "bridges not included"			
Equations noted			
Contract reclamation plan included			
Index to plans (more than 30 sheets)			
Sheet numbers		✓	
Project title block		✓	
Sheets identified in lower left corner		✓	
Sheet title block		✓	
Sheets identified in lower left corner			
Sheet titles in lower right title block			
Local Agencies and State aid seals and signatures			
Consultant signatures and seals			
Consultant written consent to revise plan			
All plan sheets in proper order		✓	
Connections to existing streets, driveways, etc. (Field rev.)			
Plan symbols in accordance Electronic Engineering Data Standards (EEDS) Manual		✓	
Minimum lettering height 0.07"		✓	

Vicinity Map	N/A	✓	IN
Reasonable scale to show the project		✓	
Project limits by milepost and stationing		✓	
Construction limits by milepost and stationing			
Equations and exceptions			
Distance to towns – rural projects only			
Pit sites and haul roads			
Detour routes			
Railroad line – IMPORTANT to show any in area			
If staged projects, show staging for future funding			
Show bridge number			

Summary of Quantities	N/A	✓	IN
All necessary groups per 460.04		✓	
Separate groups for agreement work		✓	
Review for order, nomenclature and standard number		✓	
Unusual and non-standard items need special provisions		✓	
Use standard item number for standard items		✓	
All items tabulated		✓	
Check quantities from plans		✓	

Contract Reclamation Plans	N/A	✓	IN
Existing contour lines		✓	
The contractor's designated work area will be noted.		✓	
Available raw material is indicated.		✓	
Details of materials to produce and reclamation items.		✓	
Specific directions for excavation added as a note.		✓	

Roadway Sections	N/A	✓	IN
Mainline			
Ramps			
Frontage roads			
City/county roads at intersections			
Road approach			
Detours			
Trails			
Bridge approach slab			
Bridge			
Label sections			
Standard limits for each section -entire lengths of roadways			
Check for overlap and gaps in stationing			
Show future overlay on FA projects for future of funding			
Conformance with soils report			
Conformance with design report			
Guardrail widening detail			
Shoulder dressing detail			
Slope rounding detail			
Broken back subgrade shoulder detail			
HMA planing detail			
Table for variable slopes			
Legend all sheets			
Reference notes			
Note equations and exceptions			
Lift thickness for HMA and surfacing (individual per HMA type)			
No "min" or "max" surfacing and paving depths or slopes			

Alignment, R/W, Grading and Existing Features Plan	N/A	✓	IN
Curve data, super elevation rates			
Show cut and fill catch line			
High visibility fence to protect sensitive areas and buffers			
Monumentation - protect existing, install new			
Legend of reference note on all sheets			
Alignment plan must show R/W centerline (including R/W curve data) and construction centerline with ties if different			
R/W and L/A must agree with approved R/W and L/A plan			
Show railroad alignment and railroad R/W			
Are easements and/or permits required			
Show turn-back lines			
Complete topography include utilities (field review)			
Show site preparation and demolition work			
All items to be removed shown			
Show fencing			

Show guardrail (or paving plan)			
Quantity Tabulations	N/A	✓	IN
Same order and nomenclature as on summary of quantities			
Items required per Plans Preparation Manual 400.06			
Round off quantities per Plans Preparation Manual 400.06			
Correct totals (sheet and project)			
Transfer project totals to summary of quantities			
Guide post color and type			
Raised Pavement Marker – Type 2 (color indicated)			
Traffic arrow type indicated			
Agreement items denoted			
Plan sheet reference number filled in			
Stations agree with plans			
Guardrail placement case			
Radius and Guard Rail Length for non-standard bends			
Guardrail terminals approved (by bridge if applicable)			
Leave every 5th item column and station line blank			
Appropriate special provision referred to in general notes			

Profiles	N/A	✓	IN
Mainline			
Ramps			
Frontage roads			
Detours			
Trails			
Show equations and exceptions			
Plan/profile sheets, stationing must be identical			
Coordinate with roadway sections and plans			
Show bridges			
Show quantities per Plans Preparation Manual			
Round off quantities per Plans Preparation Manual			
Correction totals to summary of quantities			
Show unsuitable excavation limits and excavation slopes			
Superelevation diagrams, match alignment plan			
Datum symbol and bench mark locations			
Show road approach arrow and indicate Left and Right			

Structure Notes	N/A	✓	IN
Order and nomenclature of item as shown on summary of quantity			
Round off quantities per Plans Preparation Manual 400.06			
Correct totals (sheet and project)			
Transfer project totals to summary of quantities			
Consistency on structure notes, plans, profiles, and Specials			
Agreement items noted			
Steel, alum, and concrete pipe alterations provided			
Alternate treatment for steel and aluminum pipe			
Maximum/minimum height of cover column on structure			
Notes on separate level in CAD files			
Note beveled end sections			
Leave every 5th item column blank (readability)			
Appropriate special provision referred to in general notes			

Drainage Plans and Profiles	N/A	✓	IN
Legend or reference note on all sheets			
Need profiles for major culverts and sewer systems			
Conformance with hydraulics report			
Pipes over 30 in diameter need design review by hydraulics			
Details required for work NOT covered by <i>Standard Plans</i>			
Pipe length			

Utility Plans	N/A	✓	IN
Existing utilities must be shown in plans			
Relocation costs - reflect in below-the-line costs			
Timing of work- address in provisions			
Utility agreement			
Utility franchise/permit			
Utility easement			

Wetlands, Mitigation and Detention/Retention Site Plans	N/A	✓	IN
Show wetlands that could be impacted			
Wetland mitigation sites identified as “existing” or “to be constructed.”			
Allowable work area is delineated by the cut and fills line.			
Show Stormwater Treatment Areas.			

Paving/Pavement Marking Plan (channelization)	N/A	✓	IN
Paving plan and road section must agree			
Legend of reference note on all sheets			
Show paving plan for I/C and intersections			
Channel details			
Show guide posts especially I/C and intersections			
Show pavement marking			

Plan Detail Sheet (Miscellaneous Details)	N/A	✓	IN
Required for work NOT covered by <i>Standard Plans</i>			

Illumination Plans, Schedules and Details	N/A	✓	IN
Legend or reference notes on all sheets			
Conflicts with existing features, i.e., utilities, drainage, and sidewalks			
All work within R/W or construction permit areas			

Traffic Signal Plans, Schedules, and Details	N/A	✓	IN
Legend or reference note on all sheets			
Conflicts with existing features			
Traffic signal approval/permit number			
All work within R/W or construction permit areas			
Intelligent Transportation System (ITS) Plan			

Signing Plans and Sign Specifications	N/A	✓	IN
Legend or reference notes on all sheets			
Separate set of plan sheets for construction signing			
Separate plan sheet specifications for sign removal/relocation			

Roadside/Landscape		✓	IN
Contour grading plan			
Planting Plan / Roadside Restoration Plan			
Planting detail and Plant Materials List			
Signed by region landscape architect			
Review by HQ Design landscape architect			
Wildflower policy (Federal Aid projects)			

Rest Areas/Viewpoints	N/A	✓	IN

Minor Structures	N/A	✓	IN
Quantities tabulated			

Building Plans, Schedules and Details	N/A	✓	IN
Buildings to be constructed REQUIRE a building permit			

Bridge Plans	N/A	✓	IN
Match of wingwalls to walls on region PS&E			
Items to be included on region plans:			
Gravel backfill			
Drainage			
Barrier			
Approach slabs			
Slope protection			
Riprap			
Conduit runs			
Aesthetics: bridge to barriers/guardrail and wall textures			
Log of test boring prepared			
Profile, alignment, and stations match PS&E			

Traffic Control Plans	N/A	✓	IN
Reference applicable <i>Standard Plans</i> in transmittal letter			
Special plans required for intersections and interchanges			
Detour plans if needed—may require agreements w/state aid			
Detour sign details			
Bid items required for:			
Delineation lights			
Sequential arrow sign			
Type III barricades			
Traffic drums			
Temporary signal system			
Temporary illumination system			
Construction signs Class A			
Traffic control labor			
Contractor piloted traffic control			
Emergency traffic control			
Maintenance and protect of traffic			
Traffic patroller			
Reasonable quantities for traffic control items - send to construction project engineer for approval			

Special Provisions	N/A	✓	IN
Notice to all plan holders			
Table of contents - computer generated			
Amendments and GSP's arranged in proper order			
All special provisions entered into computer (Word)			
Appendix prepared			
Special provisions for agreements			
Standard item table is a guide. Need a special provision for each item that appears on the summary of quantities not covered in <i>Standard Specifications</i>			
Sales tax checked appropriate GSP used			
Special provision for agree stipulation			
Check amendments and GSP's against up-to-date index list			
Any federal aid in a project requires all federal provisions-use GSP Index			
Use Environmental Commitments Meeting to determine applicable GSPs and Special Provisions for Environmental Permits (see WSDOT Project Delivery Memo #09-01)...			
Ensure the contract appendices include copies of all environmental decisions, permits, and approvals in accordance with <i>WSDOT Project Delivery Memo #09-03</i> .			
Training Hours-determined in HQ (OEO)			
MBE goal- determined in HQ (OEO)			
DBE goal- determined in HQ (OEO)			
Railroad GSP and additional contractor requirements			
Railroad - discuss with HQ Utilities, Railroad and Agreements office if GSP or special provision is needed.			
Forest practices permit: merchantable timber 5,000 or more board feet (one truckload) use GSP			
Traffic provisions needed other than lane closure hours.			
Local agency notification provisions needed			
Time for completion (be careful to select correct GSP for intended purpose)			
Removal of structures and obstruction per GSP instruction anticipated quantities must be listed			
Salvaged items (verify with maintenance)			
Disposal of materials (state waste site may require haul road agreements)			
Erosion Control (may be compost blankets, berms, socks, wattles, hydromulch, tackifier or erosion control blankets)			
Topsoil Type A (not all projects)			
Compost depth and seeding specifications			
Roadside seeding including fertilizer application			
Compost, bark or wood chip mulching depth			
Provide for 2nd application of fertilizer after contract ends			
Plant establishment beyond first year (not all projects)			
Pay item must match summary quantities			
Verify reference to <i>Standard Specs</i> and <i>Standard Plans</i>			
Region Approval of Project Specific Provisions			
HQ Approval of Project Specific Provisions			

Estimate	N/A	✓	IN
Estimate entered in EBASE			
If estimate exceeds budget inform program manager and Project Development			
Calculation of Lump Sum items			
Compare against recent bid history (price check)			
Group descriptions to match Plans Preparation Manual			
Extra construction state forces listed			
Extra construction agreements listed			
Agreement costs included			
Below-the-lines costs for RR flagging			
Calculation for paths and trails			
"surveying" item (in house or contractor)			

Miscellaneous	N/A	✓	IN
Justification for proprietary items (FA project)			
Justification for work days (CPS or bar graph)			
Justification for state furnished material including pit site and stockpile material (FA project)			
Justification for mandatory use of disposal site (FA project)			
Justification for liquidated damages			
Justification for state forces work (all projects)			
Justification for non-standard items			
Justification for NO pope alternates			
Review in field for utility agreement needs			
Utility agreements work included			
Maintenance agreements with cities for roadside work beyond standard baseline			
Verify begin and end MPs (fall within design report limits)			
Verify control sections			
Haul road agreement checked			
Review items in clear zone inventory for removal			
Utility locate provisions needed			
Railroad coordination through HQ Railroad Liaison			

Project Report Form	N/A	✓	IN
All applicable sections filed in			
Signed by R/W supervisor (min requirement - first others must be made)			
Signed by project development engineer			
Show status of all agreements and permits			

Transmittal Letter	N/A	✓	IN
Statement of Level of Risk			
Address unique items			
Address pending items			
Scheduling noted			
Note unusual special provisions			
Note items with a justification for use			
Follow standard format Appendix 3-1 mention any problem areas which are still being resolved			
R/W agreement, railroad, environmental permits, etc.			

Mention unusual and non-standard features of PS&E			
Mention features of PS&E with justification for use			
Request inclusion of standard traffic control plans			
Describe deviations from prospectus and design report			
Request total number of plans needed			
Number of ad sets required			
Number of office copy sets required			
Fill out plan distribution form and give to _____			
CAD projects - included reference file index			
Paths and trails calculations letter to HQ design engineer with %			
Distribute second distribution to district			
PS&E to those who commented or requested inclusion on further distributions			
Project report from and transmittal letter per CC's			
Indicate other needed attachments			
Bridge plans			
Metro specs and plan details			
Forest service provisions			
HQ Approval Date of Specials			

PS&E in HQ - Through Ad and Award	N/A	✓	IN
Review current HQ status report			
Note problem areas- prod/follow resolution, record on report			
Keep current on progress of agreements and R/W			
Overall review of project for error, inconsistencies, etc.			
Review comments received from second distribution and resolve and respond			
Respond to HQ comments			
Submit revision to HQ			
All HQ correspondence to go thru reviewer			
When submitting replacement sheets, also send "red-and-greens" to show changes			
Review office copy			
Assemble comments from office copy; review and submit to HQ; furnish plans to region's forester if in National Forest			
Prepare any addendums necessary and submit to HQ			
Addendums only for major problems with PS&E			
Plans engineer or above must sign for addendums			
Assure distribution of Ad, bid opening, and award notices			
Review contractors unit bid prices and prepare recommendation if 10% over estimate			
Transmit PE file to construction project engineer			
File review data for retention			

Other items	N/A	✓	IN